



Fire Historical & Cultural Arts Collaborative Executive Director

Job Posting/Job Description

Fire believes that social and cultural awareness generates and sustains social justice. Founded in 2006, Fire is a nonprofit organization that has as their mission to encourage and respond to people's desire for authentic expression. We do this by our Creative Justice programming to help youth, young adults and mature adults cultivate authentic articulation and the skills, opportunities, sustainability and the leadership necessary for the full expression of the self. For more information, please visit www.thisisfire.com

Fire provides programs for the Edison neighborhood and surrounding areas of Kalamazoo which include:

- First Friday Poetry – provides opportunity for open mic and a featured poet
- Art Hop – features a local artist monthly
- Big Dreams – a Youth Development program
- Ya Dig? – Fire's community garden
- Theater – Fire partners with several local theater groups
- Great Writer's program – Collaboration with Kalamazoo Public Schools where students read, discuss Black and Latino writers and develop their own writing skills

This position is based in the Edison neighborhood in Kalamazoo Michigan.

Position

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Fire's staff, programs, expansion, and execution of its mission to facilitate innovative programs and services to artists, arts organization, educators, youth and the general public. S/he will initially develop deep knowledge of the Creative Justice Model, core programs, operations, and strategic plan.

Responsibilities

Leadership & Management:

- Responsible for developing, managing, implementing and supervising programs and services that align with Fire's mission around Youth Development, Performing Arts, Sound Recording/Radio, Community Outreach.
- Ensures all programs have adequate staffing
- Attends programs and events supported by Fire
- Evaluates the effectiveness of programs and collects data to provide feedback to staff, board, funders, and other constituents
- Develops and nurtures community relationships to ensure that the arts and culture are represented in the community at large and for the constituency that Fire serves
- Implements Fire's Strategic Plan in collaboration with Fire's board of trustees to ensure that goals and objectives are being carried out according to the mission and long term plan.

Communications:

- Oversee the marketing activities of Fire, its programs, newsletter and goals through various social mediums
- Uses external presence and relationships to represent the programs and mission of Fire to partners, organizations and the general public
- Attends all monthly board meetings, prepares an Executive Directors report and informs the board of events and changes in the organization
- Represent Fire in all media relations

Staffing and Staff Support:

- Recruits, interviews and hires, releases all personnel both paid staff and volunteers
- Holds monthly staff meetings
- Ensures that all staff and volunteers are sufficiently trained
- Provides staff feedback each month for the first 90 days of staff employment and then on a yearly basis.
- Develops performance goals for staff and provides ongoing recognition and support

Grant Management:

- Writes grants and grant reports to support programs and operations
- Collects data for grant reports
- Oversees implementation of Grant

Financial Management and Fund Development:

- Responsible for managing an annual budget in collaboration and approval from the board
- Responsible for developing and maintaining sound and ethical financial practices
- Ensure staff are paid and meet hiring qualifications
- Leads the board in fund raising, oversees and maintains donor relationships

Qualifications

The ED will be thoroughly committed to Fire's mission. A background in creative arts is desirable. Experience and other qualifications include:

- Working or volunteering in a non profit
- Excellence in organizational management with the ability to coach staff, manage, and set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Ability to work effectively in collaboration with diverse groups of people and youth development
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Amount of Time: 20 hours/week

Salary: To be determined based on experience

Please send resume and cover letter to Maggie Adams at: fire.this.is.fire@gmail.com